



Code: 0507
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: SENIOR ARCHIVAL SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a first line supervisor; performs and supervises staff performing professional archival duties relating to the appraisal, management and preservation of rare special collections materials and historically significant records, and performs related duties as required

ESSENTIAL DUTIES

- Plans, assigns and reviews the work of staff involved in the organization, preservation and storage of special collections materials (e.g., books, manuscripts, photographs, ephemera, maps, ledgers, museum artifacts)
- Supervises and participates in the inventorying and cataloguing of print, electronic and digital records (e.g., audio tapes, microfiche, computer diskettes) of acquired materials and city government documents for storage on-site and at remote locations
- Classifies and describes items and performs complex conservation work on special collections materials and historical records and documents
- Assesses the physical condition of historical records and artifacts and identifies items to be repaired and conserved
- Monitors the provision of reference services to patrons and approves the release of retrieved records as requested by the media, researchers and the general public
- Prepares and mounts archival and special collections materials for exhibitions, community displays and private showings
- Prepares loan agreements, insurance forms and condition reports to document and authorize the purchase, exchange or loan of artifacts
- Plans and conducts workshops for department staff on the proper care, storage and retrieval of archived records and objects
- Represents the department at meetings with historical societies, academic institutions and civic organizations to discuss best practices of archived materials
- Compiles data and prepares comprehensive acquisition, collection usage and storage reports
- Manages budget, identifies funding sources and writes grant applications for the acquisition and management of special collections materials
- Develops archival guides and prepares processing manuals for staff
- Creates brochures and provides information to be included on the department's website to promote exhibitions of archived materials and special collections

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Archival Studies, OR a Master's degree from an accredited American Library Association (ALA) Library Science

program with nine credit hours in archival science or archival administration studies, OR a Master's degree in History or a directly related field with nine credit hours in archival science or archival administration studies. One year of work experience related to the responsibilities of the position is also required.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- May be exposed to dust and fumes

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Materials and equipment used in the conservation, preservation and display of special collections

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *applicable department policies, procedures, rules and regulations
- *archival administration and professional standards

Moderate knowledge of:

- *collection development techniques and methods
- *restoration and preservation methods and techniques

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Some knowledge of:

- supervisory methods, practices and procedures

Other knowledge as required for successful performance in the Archival Specialist class

Skills

- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities and materials needed to do certain work
- *TIME MANAGEMENT – Manage one's own time or the time of others

- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job

Other skills as required for successful performance in the Archival Specialist class

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- *WRITE - Communicate information and ideas in writing so others will understand
- *VISUALIZE – Imagine how something will look after it is moved around or when the parts are moved or rearranged
- *ORGANIZE INFORMATION - Arrange things in a certain order or pattern according to a specific rule or set of rules (e.g., manuscripts, photographs, artifacts)

Other abilities as required for successful performance in the Archival Specialist class

Other Work Requirements

- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Archival Specialist class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2012